



United University Professions

INSTRUCTIONS TO VOTERS – 2017 CHAPTER RUNOFF ELECTION

NOTE: No UUP or SUNY equipment and/or resources may be used to produce and/or distribute campaign material for UUP elections, including printers, copiers, supplies, campus mail system, e-mail, and uupmail.org or campus.edu domains from ANY computer.

MEMO TO: Chapter Members
FROM: David H. Kreh & Jeanne L. Galbraith, Co-Chairs, Constitution and Governance Committee
Jeri O'Bryan-Losee, Secretary Treasurer
DATE: July 2017

PLEASE READ THESE INSTRUCTIONS CAREFULLY

In your recent Chapter election no individual was elected to the offices appearing on the enclosed ballot. Therefore, a runoff election is required. Enclosed are the following materials: Ballot, Secret Ballot Envelope, and larger business-reply ("Control") envelope.

The ballot contains the offices for which you are eligible to vote. You should indicate the candidate(s) for whom you wish to vote by completely filling in the box next to each name. Be certain your choice is clearly indicated to avoid confusion and possible invalidation. Runoff elections do not provide for write-ins which, therefore, will not be counted in determining a majority.

When you have completed your ballot, place it in the Secret Ballot Envelope and seal it. In order to preserve the secrecy of your vote, DO NOT SIGN either the ballot or the Secret Ballot Envelope. Place the sealed "Ballot" envelope in the business-reply ("Control") envelope, seal and mail. No stamp is necessary. Your name and chapter code are preprinted on the back of the "Control" envelope. The "Control" envelopes are checked against the list of eligible voters and are then totally separated from the "Ballot" envelopes so that the secrecy of your vote is not compromised. Your ballot MUST be returned BY MAIL IN THE DOUBLE ENVELOPE and it must be RECEIVED, not postmarked, no later than 5:00 p.m. in the UUP Administrative Office or the UUP Post Office Box on Wednesday, August 2, 2017. Ballots received after 5:00 p.m. on that date will not be counted. UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. Please allow seven to ten days mailing time.

Ballots will be opened and counted at the UUP Administrative Office, 800 Troy-Schenectady Road, Latham, NY, on Thursday and Friday, August 3-4, 2017, beginning at 9:00 a.m. Chapter members, including candidates, may witness the opening and counting of the ballots. Results will be mailed to the Chapter President as soon as practicable after the election and will be posted on the UUP website.

CHECKLIST:

1. Vote for no more than the maximum number indicated for an office.
2. Seal the ballot in the smaller Secret Ballot Envelope. Do not sign either the ballot or the envelope.
3. Enclose and mail your Secret Ballot Envelope in the business-reply "Control" envelope.
4. Mail in time to be RECEIVED by 5:00 p.m. on August 2, 2017.

If you have any questions or problems, call UUP *IMMEDIATELY* at 518-640-6600 or 1-800-342-4206.

Runoff2017Instr

VOTE ON REVERSE SIDE

